

**City of Cupertino  
Naming of City-Owned Facilities  
Policy and Procedure**

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The naming of City-owned buildings and other City-owned facilities shall be authorized by the City Council pursuant to a public hearing on the action that is considered and following the public adoption of a resolution affirming the City Council's action. Said resolution shall not be adopted with less than a four-fifths affirmative vote of the City Council.

**PURPOSE**

To define the policies, responsibilities, and procedures associated with the naming of City facilities or parts, equipment, or furnishings of City facilities.

**POLICY GUIDELINES**

- 1) *General.* City-owned buildings and facilities should be named to reflect their location and primary function in a manner that will provide an easy and recognizable reference for the City's customers. The geographic location may be based on the identification of the facility with a specific place, neighborhood, Major Street, or regional area of the City or the City itself if the facility is deemed to serve the entire community.
- 2) *Naming.*
  - a) Facilities, or portions thereof, may be named in memory, or honor of: individuals, groups, organizations, or businesses.
  - b) Naming may be in recognition of outstanding service, a donation or contribution to the facility or community.
  - c) Naming may be in memory of someone who has contributed to the facility or community.
  - d) Any individual, family, group, organization, or business sponsoring recognition or memorial must provide sufficient funds to purchase, install, and maintain any plaque or other form of label associated with the recognition. The recognition or memorial may take the form of a ceremony or other testimonial in honor of the person or group in question.
  - e) In naming facilities, their parts, or equipment, contributions include:
    - i) Financial gifts
    - ii) Public service
  - f) No City-owned facility should be named for a public official while that official remains in public office.
  - g) When existing facilities or parts of facilities are named after individuals, they shall not be renamed without a unanimous vote of the City Council.
  - h) The City will make every effort to preserve any recognition plaque or other dedicated object. If necessary, due to repair of surrounding areas, construction, or redesign of a facility, the plaque may be relocated. If the plaque or other dedication object cannot continue to be reasonably maintained or after a period of ten years, it may be removed by the City.

- i) If the dedication includes the gift of a plant, such as a tree, the City will provide its regular standard of landscape care for the plant. If the plant does not survive, the City is not obligated to provide a replacement. If the dedication includes the gift of an object (e.g. bench, picnic table, play equipment), the City will provide its regular standard of care and maintenance for the object.
- j) The City will not be responsible for upkeep, repair, or replacement of any recognition or memorial plaque whose placement was not sponsored by the City.
- k) The City Manager will, on behalf of the City Council, oversee the provisions of this policy. The City Council will refer naming or dedications to the appropriate commission for recommendation.

#### PROCEDURE

- A. At least 180 days prior to naming City property, City Council shall direct the appropriate commission to review and make recommendations on the naming of the City property. The assigned commission will use this policy in recommending a name for the site or facility. The assigned commission should solicit comments from the community.
- B. Groups or individuals may submit recommendations in writing (**exhibit A**).
- C. The appropriate commission will make recommendations to the City Council. The City Council is responsible for the final approval of the proposed name.

#### PUBLIC INPUT ON NOMINATION

From time to time, a member of the public may ask one or more of the City Council members to consider a name for a City facility or facility part. Public nominations for this purpose shall be directed to the City Clerk with copies to the Council. The nomination shall be submitted in writing and contain the following information:

- a) The name, address, and telephone number of the person submitting the nomination.
- b) The location of the City property for which the nomination is submitted.
- c) An explanation of why the individual/organization qualifies to be considered.
- d) A list of a minimum of three organizations in the community that are familiar with the significance of the nominated name.
- e) A minimum of three written endorsements in support of the nomination.

Said nominations cannot be acted upon unless they are placed on the regularly scheduled agenda of the City Council, and approval shall be conditioned upon the resolution and voting requirements that are set forth in this policy.